

Pacific Alaska Region (Seattle)

6125 Sand Point Way, NE Seattle, Washington 98115-7999

Voice (206) 526-6504 Fax (206) 526-6575

REVIEWING COURT CASE FILES AT THE NATIONAL ARCHIVES

The National Archives and Records Administration (NARA) in Seattle, Washington, stores and makes available for public review closed corporate bankruptcy, personal bankruptcy, and criminal and civil court case files from United States Courts in Seattle, Tacoma, and Spokane, Washington; Portland and Eugene, Oregon; Boise, Idaho; and Anchorage, Alaska.

Public researchers may visit the NARA's regional records service facility to review case files and obtain certified and/or uncertified photocopies of all or selected case file documents. Original U.S. Court files may NOT be removed from the facility.

Viewing hours are 9:30 a.m. - 4:00 p.m., Monday thru Friday. Closed on Federal holidays.

PHOTOCOPY AND CERTIFICATION COSTS:

\$0.50 PER PAGE AND \$10.00 PER CERTIFICATION

To Review a Court file or to obtain certified or uncertified copies of documents from civil or criminal case files Please follow Steps 1 through 5, below:

STEP 1. For each case, obtain the following information from the Court where the case was filed and closed. Please use a separate form for each case.

FRC ACCESSION NUMBER 021-	AGENCY BOX NUMBER	FRC LOCATION NUMBER
CASE FILE NUMBER	CASE FILE NAM	
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- STEP 2. Telephone (206) 526-6504 during the hours of 8:30 a.m. to 4:00 p.m., Monday through Friday (except Federal holidays), and ppprovide the information obtained in STEP 1 and your name and daytime telephone number.
- STEP 3. Allow 4 working hours before proceeding to the NARA facility. If you have not been called within the 4 hour time frame, assume that your case is ready to review. If the case file is not at the NARA facility or the information provided is incorrect, you will be called back within the 4 hour time frame and advised to contact the appropriate Court to begin again at STEP 1.
- STEP 4. Proceed to the NARA regional records service facility (see travel directions on reverse side).
- STEP 5. Once at the NARA facility, you can review the case file and obtain photocopies of all or selected case file documents at a cost of \$0.50 per page; and obtain certification of the photocopies at a cost of \$10.00 per certification. Fees for photocopy service and certification must be paid in advance. Payment may be made by cash, money order, preprinted personal check (valid identification required), VISA or MASTERCARD. Make checks or money orders payable to the NATIONAL ARCHIVES TRUST FUND or NATF. Photocopy requests of more that 50 pages will either be mailed to you or will be available for pick-up the following day.

Please note that National Archives personnel cannot provide you with legal advice or assistance in selecting specific documents for reproduction. If assistance is needed, you must contact your attorney or the appropriate court for further guidance. Food and beverages are not allowed in the research room.

From Interstate 5:

Exit I-5 at Highway 520 eastbound. Exit Highway 520 at the Montlake Exit. Follow Montlake Boulevard north through the University of Washington. After approximately one mile Montlake Blvd. merges into N.E. 45th Street and then Sand Point Way N.E. Follow the signs toward the Children's Hospital. The FRC is located one mile north of Children's Hospital on the west side of the street.